Coronavirus Checklist

This checklist for small retailers will help you to put in place safe systems in your shop and to check your systems are working effectively

# Important: Assume all hands, and money could be contaminated.

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| Personal hygiene and hand washing | ✓ |
| Are staff wearing clean uniforms? |  |
| Are hand washing facilities accessible? |  |
| Is liquid soap and paper towels / blue roll (in dispenser) at the wash hand basin in the staff toilet? |  |
| Is the toilet area and wash basin clean and ready to use? |  |
| Has hand sanitiser been provided at the counter for staff.  Note: you and your staff must wash your hands properly after blowing their nose or coughing into their hand BEFORE they touch any other surfaces. Hand sanitiser is not a substitute |  |
| Have posters been affixed in the shop (one by the till – that encourages contactless payment, the others at the entrance)? |  |
| Has hand sanitiser been provided for customers at the entrance to the shop? |  |
| Has sanitiser spray and wipes been provided for customers / staff to clean the basket / trolley handle? |  |

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| Social Distancing |  |
| Have lines been marked on the floor 2m apart (starting at the till)? |  |
| What limit has been placed on the number of people in the shop?  How have you decided this? |  |
| At busier times does a member of staff guide customers and limit entry? |  |
| How are customers kept apart during shopping? |  |
| Do you have a one-way system? If not, can you put one in place? |  |
| Have you put arrows on the floor or displayed posters to guide customers? |  |
| When restocking shelves, a 2m distance must be maintained.  What system have you put in place?   * Closed off the aisle * Put up barriers around the workers area * Briefly close the shop until restocking has been completed.   Are these measures working? |  |

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| Paying at the till |  |
| How have you protected you / your staff when operating the till?  Have you provided a sneeze screen barrier at the counter (with a gap to pass through money and goods) or an equivalent system (e.g. an exclusion area)?  Has this been marked out and a poster displayed reminding customers not to step over the line? |  |
| Do customers face directly at the till operator (without a barrier) at any time? |  |
| How can customers place their shopping on the counter and stay 2m away from the till operator?  Have you cleared the counter area to create a surface for customers to place their goods? |  |
| Do you use a tray / container to slide the shopping towards the till?  If not, how are goods scanned without compromising the 2m rule? |  |
| At the till, are you / your staff operating a safe system to receive money and give change? |  |
| Do you sanitise your hands then wear gloves to scan shopping and receive money? |  |

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| Access and Exit |  |
| Has the shop door been wedged open so customers do not need to touch the door? |  |
| Do you have a safe entrance and exit system?  If you have 2 doors, one should be the entrance and one for the exit.  If only one door, the customer leaving the shop MUST be 2m away from the waiting queue. |  |
| Does your cleaning list include twice daily disinfection of counter tops, till cover, shopping containers, trolley / basket handles, hand-contact surfaces to staff toilet, wash hand basin taps, light switches, card machines, conveyor belts at till, shop door handles and push plate? |  |

You should complete this page on a daily basis or keep a record in your Safer Food Better Business ([www.food.gov.uk](http://www.food.gov.uk)) diary.

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| Management |  |
| Has the cleaning list been followed, signed and dated? |  |
| Have the start-up and closing checks been completed?  Has this been signed and dated? |  |
| Is hand moisturiser and / or barrier cream provided for staff? |  |
| Have any staff reported illness and are you following government regulations on self isolation? |  |
| Record any concerns and action taken | |

Further advice and information on Coronavirus (Covid 19)

[Guidance for food businesses on Coronavirus (Covid-19](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19#maintaining-social-distancing-in-specific-food-business-settings))

[A quick guide to safe shopping during the coronavirus (COVID-19) pandemic (.pdf)](https://www.cieh.org/media/4080/covid-19-safe-shopping-guidelines.pdf)

[Food delivery and takeaway guidance (.pdf)](https://www.cieh.org/media/4070/covid-19-food-delivery-and-takeaway-guidance.pdf)

[How to hand wash (you tube video)- CIEH](https://www.youtube.com/watch?v=x3v521MTjio&feature=youtube)

If you have any queries, please email the food and safety team at [foodandsafety@lbhf.gov.uk](mailto:foodandsafety@lbhf.gov.uk)